



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Request for Qualifications for Study Phase for Indoor Sports Facility
(not to exceed \$25,000)

MEETING DATE: February 21, 1996

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council authorize staff to proceed with the Study Phase of the Indoor Sports Facility as described in the following report.

BACKGROUND INFORMATION: The City's budget policies call for major capital projects to proceed in phases, each receiving Council approval. They are the study, design, acquisition and construction phases. The current budget includes \$25,000 for the study phase of the Indoor Sports Facility.

To perform this phase of the project, staff proposes to contract with a firm specializing in this type of work. We propose to use the qualifications-based selection process approved by the Council for recent projects. Briefly, the process steps are as follows: Letters describing the project and requesting qualification statements from interested firms will be sent out. (Based on previous publicity regarding this project, we have a mailing list with dozens of firms who have expressed an interest.) The statements received will be evaluated and three to six firms will be invited to an interview. The interview panel will consist of the three public members, Elvera Melby, Keith Land, and Bob Cook, of the Indoor Sports Facility Task Force, the Parks and Recreation Director, the Parks Superintendent, and the City Engineer. The interview panel will recommend one firm to the City Manager and, upon approval, a scope of work and contract will be negotiated. After approval by the City Attorney, the contract will be executed by the City Manager.

We estimate this process will take at least twelve weeks to complete.

The request for qualifications letter is attached; however, the map referred to in the letter has been left out due to its size.

FUNDING: \$25,000 - Capital Improvement Fund

Richard C. Prima
for Jack L. Ronsko
Public Works Director

Prepared by Richard C. Prima, Jr., City Engineer

JLR/RCP/lm

Attachment

cc: Parks and Recreation Commission
Indoor Sports Facility Task Force

APPROVED:

H. Dixon Flynn

H. Dixon Flynn -- City Manager

CITY COUNCIL

DAVID P. WARNER, Mayor
PHILLIP A. PENNINO
Mayor Pro Tempore
RAY G. DAVENPORT
STEPHEN J. MANN
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CITY OF LODI

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February 22, 1996

H. DIXON FLYNN
City Manager
JENNIFER M. PERRIN
City Clerk
RANDALL A. HAYS
City Attorney

SUBJECT: Request for Qualifications - Indoor Sports Facility Study Phase

The City of Lodi is seeking professional services related to preliminary studies in the potential development of an indoor sports facility. Background information on events and issues leading up to this Request for Qualifications (RFQ) is contained in Exhibit A. You are invited to consider our anticipated needs for this study, as described in the RFQ, and submit a statement of qualifications if you are interested in being considered for this work. Submittal requirements are shown in Exhibit B.

The preliminary study activities are expected to include:

- Thorough review of the City's General Plan, the Parks, Recreation and Open Space Master Plan (including the accompanying public survey), the Central City Revitalization Plan, and other records pertaining to the Facility
- Conducting public outreach activities and workshops
- Translating potential user information into a rough space-needs and facility description
- Evaluating potential sites
- Developing rough cost estimates (both capital and operations/maintenance)

In addition, and perhaps more important than the above preliminary study activities, the consultant will be asked to play a major role in building community consensus on the use, location and funding of the facility. This work may include development of a joint-use plan between the City and private interests, such as an athletic association, or even some other public use, such as a parking structure.

The selection process will consist of review of the qualification statements, selection of three to six firms for an interview, selection of a preferred firm to develop a scope of work and cost, and approval by the City Council. Although cost is not an explicit factor in the selection process, the City will be looking for a firm that can demonstrate innovative ways to accomplish the most essential tasks of the preliminary study within the project budget of \$25,000. Also note that experience in designing sports facilities is not a significant factor in this phase. Experience in planning and implementation of a plan is what we are seeking. Local knowledge and experience will also be considered and team submittals are welcome.

We anticipate this selection process will take twelve weeks, including City Council approval. Work will start shortly afterwards. If you have any questions on the RFQ, please contact me at (209) 333-6706.

Richard C. Prima, Jr.
City Engineer

Enclosures (including mailing list)

cc: Parks and Recreation Director
Community Center Director

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Indoor Sports Facility Background Information

The City's General Plan, adopted in late 1991, called for preparation of a detailed Parks, Recreation and Open Space Master Plan based on General Plan goals and policies. This Plan was adopted in January 1994. The Plan was based on traditional public meetings and workshops but also included a random telephone survey as part of the needs assessment. The Plan focused on the overall program offered by the Parks and Recreation Department under the direction of the Parks and Recreation Commission. The final Plan included an indoor recreation facility that would provide gymnasium space, fitness and locker rooms, administrative space and multipurpose rooms. The program-level cost estimate for the facility was \$3.9 million. Although defraying operating costs through the use of fee-based programs was considered, the City Council expressed serious concerns over competing with private health clubs.

Two sites for the facility were considered in the Plan (see attached map). The first was Hutchins Street Square, a former high school site now owned by the City and being renovated as a community center with substantial private financial support. The program at the Square includes child and adult day care, a therapy pool, various-sized class and meeting rooms, administrative space, including the Arts Commission office, as well as open space on a ten-acre site. Future plans include completion of the facility with a renovated 800-seat performing arts auditorium and improvements to the meeting rooms to make them suitable for conferences. This facility is managed by the Community Center Director and a small staff separate from the Parks and Recreation Department. At the time of the Plan's adoption, the planned program for the indoor sports facility was deemed inappropriate for location at the Square.

The second site is another quasi-abandoned school site, Needham School. Still owned by Lodi Unified School District, the site is used for various non-traditional classroom activities in portable buildings. Since the adoption of the Plan, the District has made plans to use the old permanent school buildings for warehouse space. Thus, providing replacement space for these uses, as well as the typical problems of renovating old school buildings, make this site less desirable, although these factors need to be quantified.

Three other issues that have a bearing on the indoor sports facility have also come about since the Plan's adoption. The first is the Central City Revitalization Program. Briefly, this Program's goal is to actively promote reinvestment in the older part of Lodi, including the Downtown. The \$8 million program includes street improvements, an assessment district, zoning, and other policy changes and business incentives. The feasibility of locating the indoor sports facility in or near the Downtown needs to be considered. Also, joint use with a parking facility or other compatible private use needs to be considered.

The second issue is the planned (future) renovation of the Parks and Recreation administrative offices and corporation yard. The site includes an "historic" building, originally Lodi City Hall, then a fire station, and now used for storage. The site is adjacent to underutilized industrial property that could be considered for the indoor sports facility.

The third issue is recent organizational changes pertaining to the two departments mentioned above. Some Parks and Recreation staff and functions have been transferred to Hutchins Street Square. This change will affect the original program for the indoor sports facility in that some of the meeting, classroom and administrative space may not be necessary. This effect needs to be quantified in planning the indoor sports facility.

Finally, the issue of funding needs to be addressed. The City's Development Impact Fee program has earmarked \$2 million for both indoor facilities at the Square and the indoor sports facility. The actual split needs to be decided. In addition, while the City has embarked on an ambitious capital improvement program which includes borrowing \$15 million over three years, nearly all the funds will go toward the Central City Revitalization Program and Hutchins Street Square. In 1995, a Sports Foundation was formed to raise funds for various Parks and Recreation facilities; however, the financial yield of this effort is still unknown.

Indoor Sports Facility Qualification Statement Requirements

- I. Cover letter
- II. On **one page**, show the following:
 - A. Firm name, address, telephone and FAX numbers
 - B. Names of key persons who would do the study
 - C. Name and brief description of up to three projects you have done that most closely match Lodi's project
 - D. Name and telephone number of a knowledgeable owner/contact person for each of the above projects
- III. Additional background material should contain:
 - A. Brief firm history
 - B. Resumes of key persons named above
 - C. Additional background material on the above projects or other related projects

Six copies of the additional background material should be provided.

Send the statement to: Richard Prima
City of Lodi, Public Works Department
221 West Pine Street
P. O. Box 3006
Lodi, CA 95241-1910

Deadline for receipt of statements is 5 p.m. Friday, March 8, 1996.

Interviews with selected firms are tentatively scheduled for Friday, March 29, 1996.